



# Grade Passback Guide for Non-Schoology Gradebook Users

## Objective

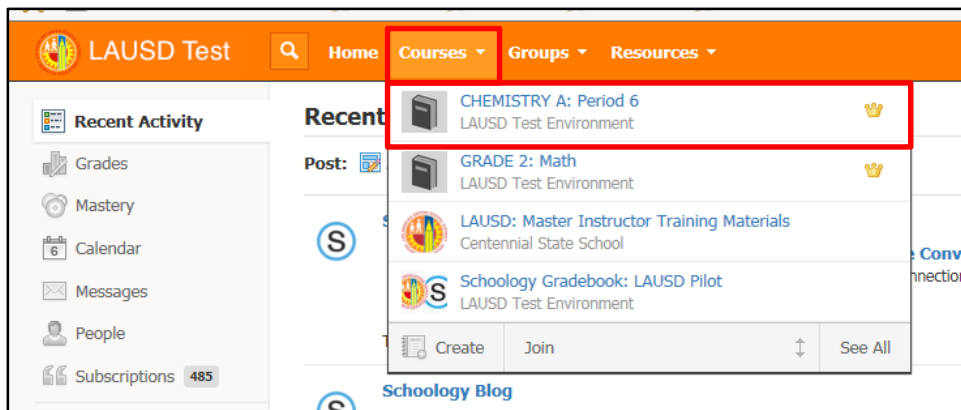
This document provides instructions on how to publish final grades from the Schoology Gradebook to MiSiS, if you are not currently entering course grades in the Schoology Gradebook.

Teachers who are currently using a third-party gradebook will need to enter the final grades into Schoology Gradebook since no grades have been entered for student work and are not automatically calculated.

## Part 1 – Setting up the grade scale in Schoology Gradebook

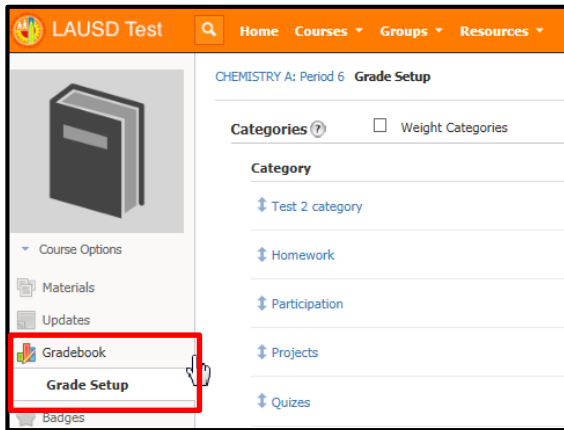
Teachers who will be utilizing the MiSiS Grade Passback function will need to set up the grading scale prior to entering grades in Schoology Gradebook. Teachers should make sure the final grade scale uses letters grades (e.g., “A”, “B”, “C”, “D”, or “F”) for Secondary courses in order to ensure the MiSiS Grade Passback function will publish grades accurately. Teachers should not use a final grade scale that includes symbols or numbers.

1. Click on the dropdown arrow for **Courses** to select the course for the grades to be entered. *In this example, Chemistry A: Period 6 was selected.*

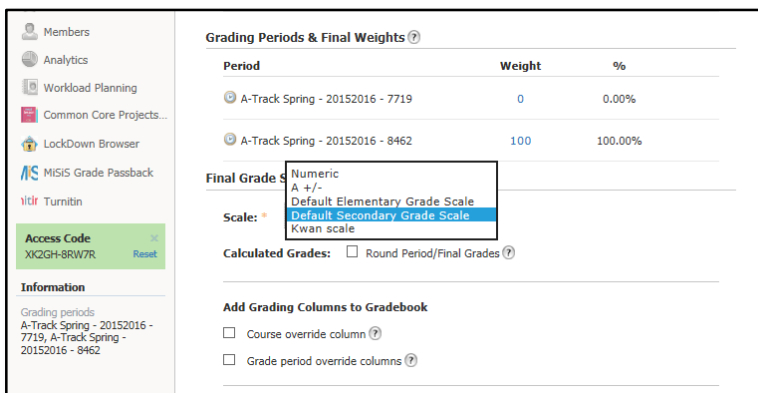


- The course materials will appear for the course selected. The grade scale will need to be set up before entering grades for the course. The grade scale will need to be letter grades, as the system cannot process symbols or numbers.

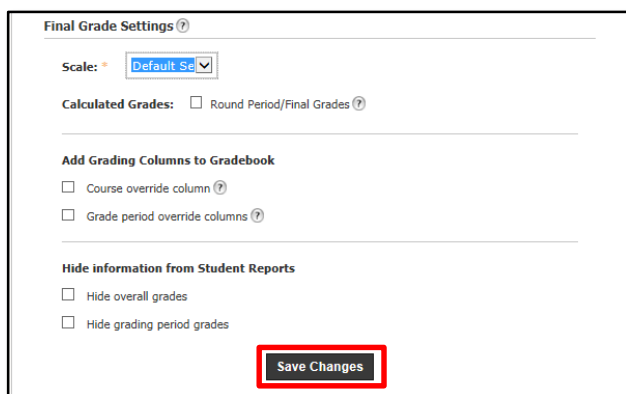
To set up the grade scale, click on the **Gradebook** link in the menu on the left then select **Grade Setup**.



- Select the appropriate grading scale. *In this example, Default Secondary Grade Scale was selected.*



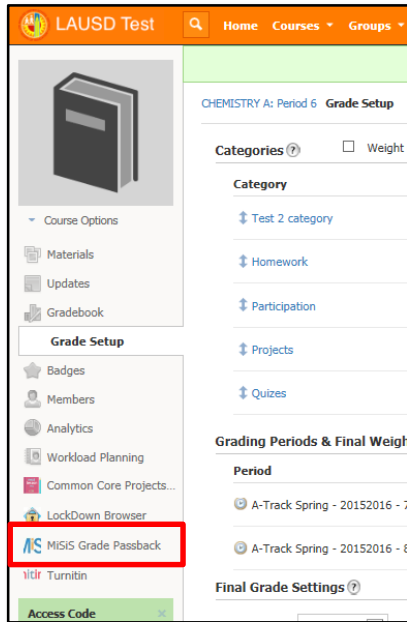
- Click **Save Changes**.



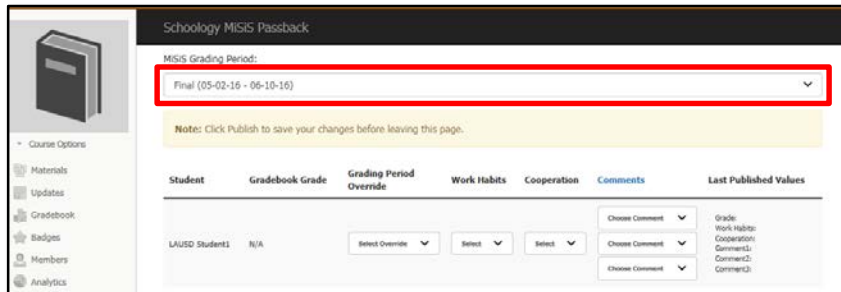
## Part 2 – Entering grades in the Schoology Gradebook

Teachers who are not using the Schoology Gradebook will not have grades automatically calculated and populated in this gradebook. Teachers will need to manually enter the grades for their courses through the MiSiS Grade Passback app.

1. Click on the **MiSiS Grade Passback** link on the left navigation menu.

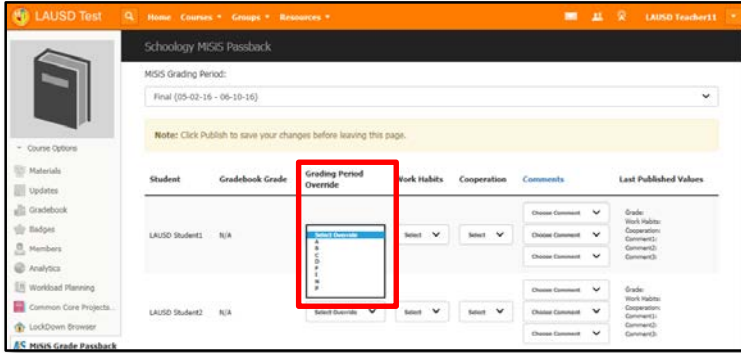


2. Select the grading period from the dropdown list.

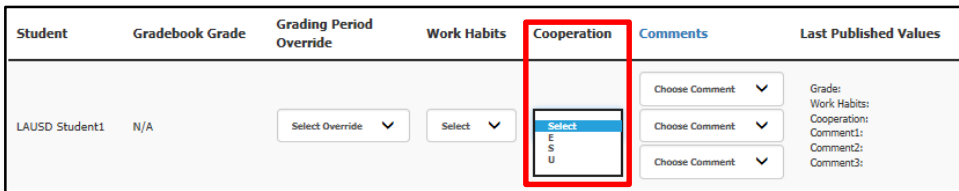
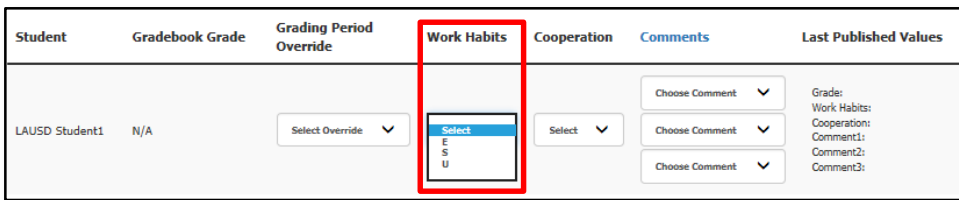


- Since this teacher is not currently using the Schoology Gradebook to calculate the course grades, no letter grade should appear under the **Gradebook Grade** column.

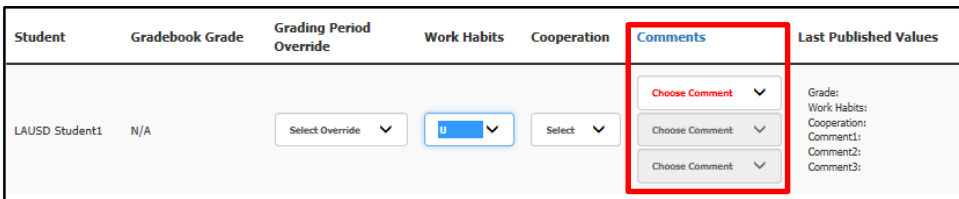
Select the appropriate letter grade from the **Grading Period Override** dropdown list.



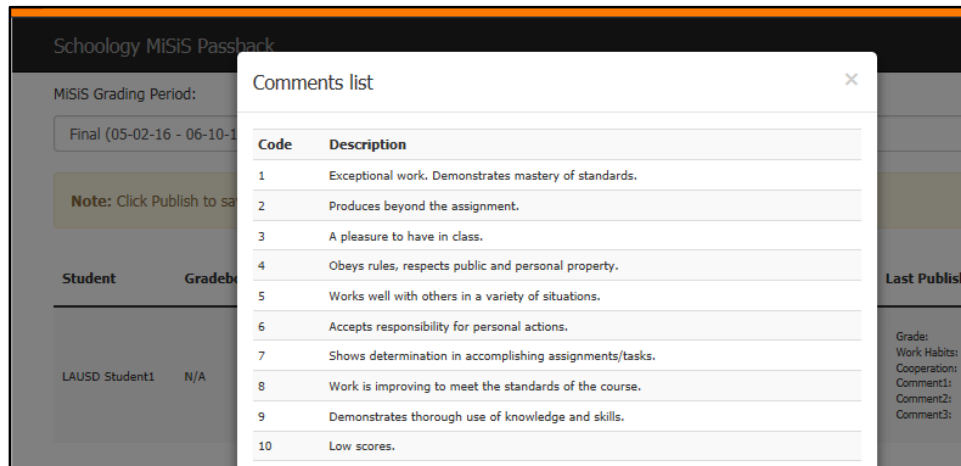
- Select the appropriate marks for **Work Habits** and **Cooperation**.



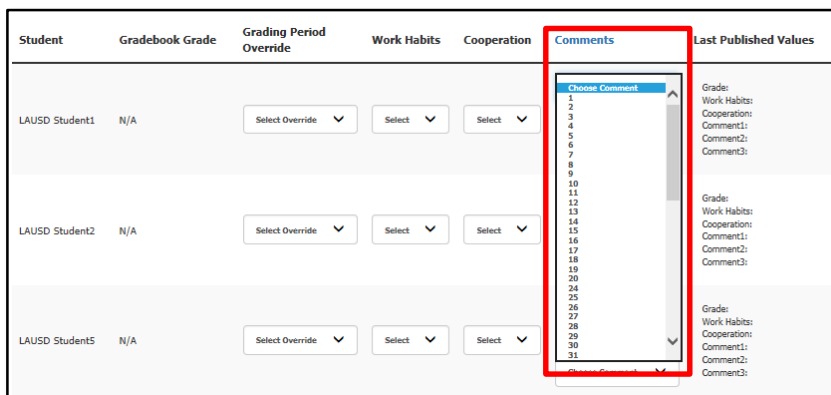
**\* Note:** If "U" is selected for Work Habits and/or Cooperation, a selection for the Comments will be mandatory.



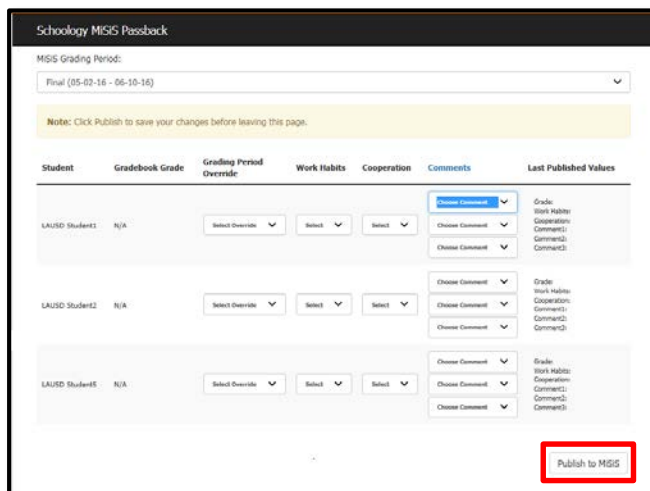
5. Click on the **Comments** column heading to view the comment choices to select.



6. Select or enter the comment number for the **Comments**.



7. Click on the **Publish to MiSiS** button on the bottom of the screen to push the selections to MiSiS.



8. A confirmation message will appear at the bottom of the grade entry window indicating when the grades were last published to MiSiS and at the top of the page indicating the grades were successfully published.

The published grades will also appear in the **Last Published Value** column of the grade entry window.

The screenshot displays the 'Schoology MISiS Passback' interface. At the top, a green notification box states 'New grades have been successfully published.' Below this, the 'MISiS Grading Period' is set to 'Final (05-02-16 - 06-10-16)'. A yellow note prompts the user to 'Click Publish to save your changes before leaving this page.' The main area contains a table with columns for Student, Gradebook Grade, Grading Period Override, Work Habits, Cooperation, Comments, and Last Published Values. The 'Last Published Values' column lists specific values for Grade, Work Habits, Cooperation, Comment1, Comment2, and Comment3 for each student. At the bottom, a red-bordered box shows the text 'Last Published on May 6th, 2016 at 02:22:23 PM by LAUSD Teacher11.' and a 'Publish to MISiS' button.

Student	Gradebook Grade	Grading Period Override	Work Habits	Cooperation	Comments	Last Published Values
LAUSD Student1	N/A	B	E	E	3, 5, 4	Grade: B Work Habits: E Cooperation: E Comment1: 3 Comment2: 5 Comment3: 4
LAUSD Student2	N/A	C	S	E	6, 19, 48	Grade: C Work Habits: S Cooperation: E Comment1: 6 Comment2: 19 Comment3: 48
LAUSD Student5	N/A	A	E	E	1, 2, 3	Grade: A Work Habits: E Cooperation: E Comment1: 1 Comment2: 2 Comment3: 3

Last Published on May 6th, 2016 at 02:22:23 PM by LAUSD Teacher11.

Publish to MISiS